

# DBA Name Change Request Form



Please submit the following information to modify a DBA name related to your merchant account with CardConnect. Please type or print neatly (application will be returned if illegible).

**IMPORTANT:** Only the application signer/account owner is permitted to submit DBA name change request. Forms submitted by any other party will be rejected. If you are unsure who the account owner, then please email [support@givesmart.com](mailto:support@givesmart.com).

If ownership of the organization has changed, a new merchant application will be required. Please reach out to Support at [support@givesmart.com](mailto:support@givesmart.com) for next steps.

Merchant ID Number	_____
Merchant Legal/IRS Name	_____
Merchant Phone Number	_____
Existing DBA Name	_____
New DBA Name	_____

**ATTENTION – The following attachments are REQUIRED to complete the DBA Name change:**

- 1) Completed DBA Name Change Request Form.

**IMPORTANT:** *If submitting this form via email, the Account Owner should include this request in the body of your email. If submitting this form via fax, please include a written letter specifying this request. Form Submission steps below.*



**Merchant Signature**

I certify that I am either the current account owner and/or business owner and hereby request to change the Doing Business As or DBA name on my merchant account. I further certify that I am authorized to approve the above changes for the merchant named and the information supplied is both true and accurate.

\_\_\_\_\_  
Merchant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Merchant's Printed Name

\_\_\_\_\_  
Merchant's Title

**Form Submission Steps:**

- 1) Please email or fax this form and the required documentation to the agent listed below. We ask you submit these together to ensure your form is processed as quickly as possible.
- 2) Please be aware that it can take at least 7-10 business days upon submission of this form to implement changes.
  - a) During the approval process the representative listed on the merchant application will receive a call from a CardConnect security team member to:
    - i) Verify the change.
    - ii) Ensure the accounts in question are still in good standing so no Risk flags are raised.
- 3) The GiveSmart agent will email you once the update has been made.



**For Office Use Only**

Date	_____
Agent Name	GiveSmart Support
Agent Phone Number	(855) 322-4483
Agent Fax Number	(737) 225-8876
Agent Email Address	Support@givesmart.com
Merchant DBA	_____
<b>*Will display on receipts for all entities</b>	
Merchant Tax ID	_____